

724012/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES POWER SCHEDULING/OPERATIONS MANAGER

DEFINITION

Under direction, to plan, direct, supervise, and review the real time and pre-scheduling activities of the power supply operations unit; to supervise implementation and operation of related information systems; to provide professional and technical staff assistance; to do related work as required.

REPORTS TO: Utilities Assistant Director/Finance and Resources

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Assistant Director/Finance and Resources. Exercises general direction over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the development and implementation of goals, standards, objectives, policies, and procedures.
- Evaluate potential opportunities for resource acquisition and project participation; negotiate contracts with various utilities to fill resource requirements and to resolve resource issues.
- Supervise and participate in the negotiation, development, and administration of contractual arrangements for resources.
- Represent the City in negotiating and administering joint resource development projects, regional transmission, power generating projects, and various other local and regional committees.
- Serve as departmental representative on and to City and project committees, power agencies, and industry associations.
- Direct, supervise, and participate in the pre-scheduling of city power resources to optimize benefits to the City; monitor replacement capacity and energy requirements; return energy obligations; and handle energy purchases and sales.
- Administer contracts with other utilities including scheduling and dispatching agreements.
- Supervise the preparation of regulatory reports, including capacity and energy reporting and reports and graphic displays for use in presentation of study results and recommendations to the Utilities Board and City Council.
- Implement and supervise controls established in accordance with city policies regarding risk management and other related policies that may be developed in the future.
- Supervise the data management, computer processing activities, and networked computer system used for 24-hour real time operations and power supply reconciliation.
- Supervise and coordinate selection of professional consultants and their activities related to resource activities.
- Assist in preparation and administration of division budget.

- Select, supervise, train, and evaluate professional, technical, and clerical staff.
- Interpret and evaluate economic analyses, planning data, and study results in the implementation of recommendations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public utilities management particularly; planning, developing, and operation of power resources.
- Principles and practices of power pooling, control area operations, and energy interchange.
- Principles of scheduling and dispatching of power and water resources and systems.
- Engineering economics and utility financing practices.
- Principles and practices of organization, administration, budget, personnel management, and computer applications.
- Contract negotiation techniques and strategies.
- Knowledge of contract law and Federal and State utility regulations.

Ability to:

- Plan, schedule, and coordinate resource planning, trading, and management activities involving staff, other Utilities, and other city departments, divisions, or sections.
- Evaluate resource needs to meet forecasted loads.
- Represent the City and department on committees/boards created to administer joint power projects.
- Perform technical and economic analysis of resource acquisition.
- Identify and evaluate potential opportunities for resource acquisition.
- Negotiate, coordinate, and administer contractual arrangements with other utilities and resolve issues.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with representatives of other utilities.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
- Evaluate potential opportunities for resource supply options.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in finance, statistics, business, engineering, economics, or other field considered appropriate.

Experience: Five to seven years of progressively responsible supervisory and administrative experience in public utilities resource management, contract administration and public utilities resource

planning, development, project administration, or consulting. Specific skills, knowledge, and abilities in power trading or marketing, resource scheduling, or resource analysis and planning are desired. Up to four years of the education requirements may be substituted with relevant experience on a year for year basis.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Power Scheduling/Operations Manager

TO: Utilities Assistant Director/Finance and Resources